

THE MUNICIPAL BOARD OF MANITOBA

Procedure at Zoning By-law Hearings re: City of Winnipeg Referrals

1. The Board is an “Independent Body” appointed by Order-in-Council and hearings before the Board are open to the public.
2. The hearing before the Board is a *de novo* or fresh hearing. It is separate and distinct from previous public hearings on the matter. It is not a debate or town hall meeting.
3. A party must, at least ten (10) working days prior to the hearing:
 - (a) serve one (1) copy of the written materials it intends to rely upon on each of the other parties as follows:
 - one (1) copy to the City of Winnipeg (the “City”);
 - one (1) copy to the Applicant;
 - one (1) copy to any other party as may be designated by the Board;and
 - (b) file four (4) copies of the written materials with the Board.
4. Any interested person who wishes to make a representation on the By-law, may make an oral and/or written submission to the Board. It is recommended that four (4) copies of the written submission be filed with the Board at least ten (10) working days prior to the hearing, failing which copies of the written submission must be provided to the Board and the parties at the hearing. Additional copies of the written submission should also be made available to the parties at the hearing.
5. The City is responsible for housing all briefs and documents related to the matter at the City Clerk’s office for public viewing.
6. If you wish to have service provided in French, please notify our office fifteen (15) days prior to the hearing.
7. On the day of the hearing, the Recording Secretary will ask for and confirm the names and contact information of persons wishing to make a representation.
8. The hearing will begin with the Recording Secretary announcing the matter to be heard. Hearings are recorded but transcripts are not prepared. You may contact the office for further information.
9. Although a quorum of the Board is two, the Board typically sits as a panel of three, one of whom acts as the Chair. The Chair will introduce the panel members and explain how the hearing will proceed. Questions about the proceedings may be asked at this time.

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10. All evidence given at the hearing will be given under oath or affirmation.
11. The Board requires all in attendance at the hearing to conduct themselves in a respectful manner, to take their turn, and not to interrupt the proceedings.
12. Each of the following parties, the City and Applicant, will have an opportunity to make a presentation on the By-law and call witnesses. The other party will have an opportunity to cross-examine the evidence presented. The Board may also question a party or witness on the evidence presented.
13. The Board will then hear submissions from any interested person who wishes to make a representation on the By-law. Once the submission is complete, the parties and the Board may question the interested person on their submission.
14. The Board reserves the right to set time limits for presentations, submissions and questions.
15. Following the completion of all presentations, each party will have an opportunity to present closing submissions.
16. The Board, in dealing with the proposed By-law, must look at its duty which is set out in *The City of Winnipeg Charter*, as follows:

Hearing by Municipal Board

236.1(8)

If a proposed zoning by-law is referred to The Municipal Board, the board must

(a)

(b)

(c) within 60 days after conducting the hearing, submit a report, with recommendations, to council in respect of the proposed by-law.

17. At the conclusion of the hearing the Chair will adjourn the proceedings. The panel will consider all of the evidence and make a Report and Recommendation to Council within 60 days. Copies of the Board's Report are not available to the public. Council makes the final decision on the matter.
18. The Board will not accept any information or evidence after the hearing has been adjourned.
19. The Board has final discretion in the manner in which the hearing is conducted. The Board may in its discretion dispense with, vary or amend these procedures.